

Position: Assistant Director for Residence Life and Multicultural Student Engagement

Department: Student Affairs

Reports to: Director of Student Engagement

Job Summary: Develops and provides diverse and inclusive student programs, events and engagement opportunities that celebrate St. Francis College's rich multicultural community. Collaborates with others campus-wide to provide cultural awareness and create opportunities to discuss and address current community concerns or challenges. Interfaces with other student areas and organizations to develop culturally enriching programs.

Serves as the College's chief housing officer, responsible for all aspects of housing and residence life programs and services. Responsible for the day to day functions of the College's office of residence life; responds to all student, parental and community inquiries. Creates a safe, constructive living and learning environment for students living in the residence hall; works collaboratively with the College's administration and its contracted housing services organization(s). Provides leadership, vision and creativity in conceiving and managing a successful and impactful residence life program. Reviews residence life policies and procedures and recommends adjustments, additions or changes.

This is a full-time, benefits-eligible 12-month live-in position, which includes housing in a College-residence hall. The successful candidate will be available and willing to live in the residence hall at all times while employed in this position. Availability during evenings/off-hours, as well as certain weekends, will be required.

Duties and Responsibilities:

Multicultural Student Engagement

- In collaboration with others, develop culturally enriching student programs and/or events.
- Develop a calendar of weekly and monthly campus engagement activities.
- Advise all Multicultural Student Organizations and interface with other student organizations.
- Develop relevant workshops, presentations and other educational opportunities for the College community; participate in relevant College-wide programs and activities.
- Engage with all areas of the College community to provide support and assistance regarding multi-cultural affairs.
- Engage with the external community to identify opportunities to attract diverse and inclusive programs to the College.
- Serve on College committees as requested.
- Perform other duties as assigned.

Residence Life

- Select, train and supervise residence life staff and manage student conduct issues; develop and implement thematic programs and activities.
- Hire, train, evaluate and supervise Resident Assistants ("RAs"); ensure that RAs are involved, engaged and responding to residential community concerns; establish appropriate response and communication protocols with the RAs.

- Liaison with the College's contracted housing services organization(s) regarding residence life issues and serve as the College's primary on-site representative.
- Facilitate a healthy and safe environment for students to live, learn and grow, while establishing a presence for students to seek advice and support.
- Ensure that all residence life and housing services organization rules and regulations are maintained; participate in crisis management, Title IX and other training programs.
- Maintain familiarity with established emergency protocols, and be prepared to implement them as necessary; ensure the safety and well-being of residence students by providing clear systems of communication and emergency response procedures. Serve as a first responder and respond to crisis situations or requests for assistance. Ensure training on all aspects of health and safety are being conducted and communicated at the residence hall.
- Create, update and manage all residence life training, informational and educational materials; manage the College's residence life webpage in collaboration with others as necessary.
- Prepare, update and generate residence life operational, informational or educational materials and reports; assess applicable programs and services, gather data and generate updates and reports as needed.
- Maintain knowledge of community and campus resources for referral of emotional or health problems in the residence hall.
- In collaboration with the College's student engagement area, as well as Faculty and other College departments, manage a welcoming and caring residential community of inclusion and involvement.
- Coordinate and manage the day to day functions of residence life; manage the check-in and check-out process, room selection process, health and safety checks and other procedures.
- Coordinate room assignments, room selection and collaborate with the College's financial services office concerning occupancy and student billing.
- Perform administrative operations for the office of residence life; meet with students, staff, faculty, and administrators on special projects, events or programs as required.
- Advise the Dean of Students and others as appropriate concerning residence life and housing issues; participate and serve in related campus wide committees, programs and discussions.
- Support efforts to help others (e.g., faculty, parents, alumni, trustees and administrators) understand student life in the residence halls.
- Coordinate the Residence Life New Student Orientation Program and collaborate with new student and transfer students' orientation and open house programs.
- Coordinate and manage the day to day functions of the office of Residence Life.
- Establish a welcoming and supportive residential environment and provide engagement opportunities.
- Serve as the College's primary administrator living in the College's Residence Hall.
- Ensure that all residence life rules and regulations are followed and address any student concerns.
- Maintain a strong working relationship with the College's Housing Management Office.
- Serve as a Judicial Officer and follow up on any administrative concerns.
- As a live in position establish appropriate contact schedule and serve on duty rotations.
- Establish and maintain student data collection systems and provide daily, weekly reports as needed.
- Perform other duties as assigned.

Qualifications:

- Bachelors' degree required; Masters' degree preferred.
- 2 – 3 years' of experience in multicultural affairs, student programming and/or residence life, preferably in a higher education environment.
- Experience working in a diverse and engaging student environment.
- Knowledge and understanding of current cultural, racial and ethnic trends and challenges.
- Knowledge of residence life operations, staff development, programing, and crisis management.
- Strong conflict resolution, facilitation and counseling skills.
- Ability to communicate effectively within a diverse population of students, faculty and staff.
- Ability to successfully manage, lead and work in a diverse and inclusive environment.
- Must be available and willing to reside at the College's residence hall while employed in this position; must remain available to student residents for emergencies. Availability to work nights and weekends, and respond to emergencies or student issues is required.
- Computer and internet proficiency is required, including, but not limited to, Microsoft Outlook, Word and Excel.
- Awareness and sensitivity to the needs and expectations of college students.
- Culturally sensitive, caring and friendly with a deep understanding and appreciation of a multi-cultural college community and the Franciscan traditions of St. Francis College.

About St. Francis College:

For over 150 years, the mission of St. Francis has been to provide an affordable, quality education to working class people who otherwise may not be able to attend college. St. Francis College is a private, independent, co-educational urban college whose Franciscan and Catholic traditions underpin its commitment to academic excellence, spiritual and moral values, physical fitness, social responsibility and life-long learning. We educate the whole person for a full, relational life, developing the students' talents and abilities for meaningful, fulfilling careers, as well as for collaborative, service-oriented leadership.

The College strives to offer ample opportunities for students to immerse themselves in the intellectual, cultural and professional opportunities afforded by New York City and to serve the needs of the local community in which they live and study. Our location in Brooklyn Heights provides a confluence of cultures and religious beliefs, mirroring our commitment to maintain and celebrate our diverse student body.

St. Francis College is an Affirmative Action, Equal Opportunity employer and we are strongly committed to increasing the diversity of our faculty, students, and the curriculum. Qualified candidates of diverse ethnic and racial backgrounds are encouraged to apply.

Interested applicants can apply by clicking [here](#)